

HIGH COURT OF GUJARAT AT SOLA, AHMEDABAD

Website: www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>

ADVERTISEMENT NO.RC/1434/2013 (I)

CENTRALIZED RECRUITMENT OF ENGLISH & GUJARATI STENOGRAPHERS (GRADE- I & II) IN THE SUBORDINATE COURTS IN THE STATE OF GUJARAT

Starting date for submission of On-line Application	14/02/2014 (12:00 Hrs.)
Closing Date for submission of On-line Application	28/02/2014 (23:59 Hrs.)
Tentative Months of Examination / Test	
Main Examination (Objective type-MCQs)	April/May, 2014
Practical / Skill (Stenography) Test	April/May, 2014
Viva-voce Test (Oral Interview)	April/May, 2014

The High Court of Gujarat invites '**On-line Applications**', from the eligible candidates, for filling up a Total **368** vacancies (clear and future vacancies), on the establishments of the **Subordinate Courts in the State of Gujarat**, by way of Competitive Examinations, vis-a-vis the various Posts, as arrayed below :

1. Category-wise vacancies (Clear+Future Vacancy of Two Years, as on 20/09/2013) :

Sr. No.	Name of the Post & Pay-Scale with Grade Pay	Category					Total Vacancies
		General	SC	ST	SEBC	PH	
1	English Stenographer Grade – I (Class-II) 9,300-34,800/-, Grade Pay Rs.4600/-	58	01	03	08	00	70
2	English Stenographer Grade – II (Class-III) 9,300-34,800/-, Grade Pay Rs.4400/-	72	07	17	30	01	127
3	Gujarati Stenographer Grade – I (Class-II) 9,300-34,800/-, Grade Pay Rs.4600/-	33	01	02	07	00	43
4	Gujarati Stenographer Grade – II (Class-III) 9,300-34,800/-, Grade Pay Rs.4400/-	73	06	21	26	02	128
	TOTAL	236	15	43	71	03*	368*

Notes :

- * The break-up of the total numbers of vacancies vis-a-vis the various reserved Class/categories, for the different posts/cadres in the various Districts, is annexed hereto at **Annexure-“A”**, at Page No.14.
- * In view of the G.R.No. સીઆરઆર/૧૦૨૦૦૦/જીઓઆઈ-૭/૧-૨, dated 04/05/2002, the Reservation vis-a-vis Differently Abled (PH) Candidates, would be Horizontal Reservation, i.e. across the different Classes / Categories.
- * Only **Differently Abled Persons**, belonging to **Orthopedically Handicapped Category** may apply, in view of the nature of job and in view of proviso to **Section 36** of 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

- * The High Court reserves its right to **adjust/alter** the number of vacancies notified.
- * If suitable candidates of any **Reserved Class/Category** will not be available, then the vacancies will be filled up by other suitable candidates according to the merits.

2. Essential Qualifications :

Sr. No.	Post	Qualifications
1	English Stenographer Grade – I (Class-II)	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. 2. Speed in English Short Hand 120 w.p.m. 3. Speed in English Typing 40 w.p.m. or equivalent key depressions. 4. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008.
2	English Stenographer Grade – II (Class-III)	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. 2. Speed in English Short Hand 100 w.p.m. 3. Speed in English Typing 40 w.p.m. or equivalent key depressions. 4. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008.
3	Gujarati Stenographer Grade – I (Class-II)	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. 2. Speed in Gujarati Short Hand 90 w.p.m. 3. Speed in Gujarati Typing 25 w.p.m. or equivalent key depressions. 4. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008.
4	Gujarati Stenographer Grade – II (Class-III)	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. 2. Speed in Gujarati Short Hand 75 w.p.m. 3. Speed in Gujarati Typing 25 w.p.m. or equivalent key depressions. 4. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008.

Note: Candidates shall have to produce Original Certificate pertaining to '**Gujarat Commercial Certificate (G.C.C.) Examination**' for respective Stenography Speed, at the time of **Practical / Skill Test(s)**.

3.(A) Age Limits (As on 28/02/2014, i.e. Last Date for submitting the Online Application) :

A Candidate should have completed **18 Years** of age and should not be more than **35 years** of age, as on the last date for submitting 'Online Application' i.e. **28/02/2014**.

(B) Age Relaxation :

The High Court of Gujarat has decided to grant **Additional Age Relaxation of 5 (Five) years** in the **Upper Age Limit for all the candidates** over and above age relaxation prescribed.

The **Upper Age Limit** may be **relaxed** as follows:

Sr. No.	Category	Relaxation for Reserved Class/ Categories	Additional Relaxation given by High Court of Gujarat
1	General	-	5 Years
2	SC/ST/SEBC (for SEBC, Non-Creamy Layer Certificate Holders only)	5 Years	5 Years
3	Disabled Persons (Differently Abled Persons)	10 Years	5 Years
4	Ex-Servicemen	Actual service rendered plus 3 Years	5 Years

Note: The **Upper Age Limit** for any Candidate under any Category/Class, shall not exceed **45 Years**, while availing the above mentioned Age Relaxations, in any case, as on the Last Date fixed for submitting 'Online Application'.

4. Reservation :

Reservation for various Categories and Classes, shall be in accordance with the various provisions therefor, **as adopted and made applicable by the High Court of Gujarat**, to the different Cadres on the establishments of the various Subordinate Courts in the State of Gujarat.

5. Fees and Mode of Payment :

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Physically Disabled Persons and Ex-Servicemen** are required to pay Examination Fees of **Rs.250/-** (plus the usual Bank Charges) and all other Candidates are required to pay **Examination Fees of Rs.500/-** (plus the usual Bank Charges). The candidates shall remit the same in the **Current Bank Account No. 30725811785** with the State Bank of India, High Court Complex Branch, Ahmedabad, held in the name of **Registrar General, High Court of Gujarat, Sola, Ahmedabad**, through any of the Core Banking Service Branches of the **State Bank of India**, using the 'CASH VOUCHER' in

the Special Format as appended to this Advertisement, **from 14/02/2014 to 28/02/2014, during the Bank Working Days and Hours.**

- (b) The concerned Bank Branch, will retain '**Bank Copy**' of the Cash Voucher and return the other '**Office Copy**' & '**Candidate's Copy**' to the Candidate, as '**Receipts**'. Candidates will have to preserve the said copies of the Cash Voucher and produce the same at the different stages of the Recruitment Process, on demand.
- (c) The 'Online Application', submitted & confirmed by a Candidate, shall be considered as '**Valid Application**' only after he/she remits the **Examination Fees**, as required in the State Bank of India (Core Banking Services Branches) concerned, before the stipulated closure time, and obtains due receipts, as aforesaid.
- (d) **Examination Fees** paid by **any other mode**, will not be considered valid / accepted.
- (e) **Fees once remitted**, into the concerned Account, shall not be **refunded or adjusted** for any subsequent Recruitment Process, **under any circumstances**.

No correspondence/communications/Calls, should be made, to the High Court, on this count.

6. Disqualification for Appointment :

No person shall be eligible for appointment to the Service –

- (a) unless One is a **citizen** of India
- (b) if One has been **dismissed** from Service by the Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority
- (c) if One has been **convicted** of an offence involving moral turpitude or who is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or by any Recruiting or Examination-conducting Authority from appearing in Competitive Examinations or Selections
- (d) if One directly or indirectly **influences** the Recruiting Authority by any means for his/her candidature
- (e) if he is a man, has **more than one wife** living. And, if a woman, has married a man already having **another wife**.

7. Scheme of Competitive Examination :

The Competitive Examination shall consist of :

- (A) **Main Examination** (Objective type-MCQs) [100 Marks & 120 Minutes]
- (B) **Practical/Skill Test** [50 Marks] {as per Table under Clause 7(B) below}
- (C) **Viva-voce Test** (Oral Interview) [50 Marks]

(A) Main Examination (Objective type – MCQs):

- (a) Question Paper of Main Examination shall consist of **100 Multiple Choice Questions (MCQs)**, each of **1 Mark**. For every wrong / multiple answer, there shall be **Negative Marking of 0.33 Marks**. Language of the Question Paper shall be **Gujarati** and/or **English**. Duration of the Main Examination shall be **120 Minutes**.

Syllabus of Main Examination (Objective type – MCQs) :

- i) English Language
 - ii) Gujarati Language
 - iii) General Knowledge
 - iv) Arithmetic
 - v) Current Affairs
 - vi) Indian History and Geography
 - vii) Basics of Computer Applications
 - viii) Sports
 - ix) Analytical Reasoning
 - x) Mental Ability etc.
- (b) The Main Examination may be conducted either at **Ahmedabad** or at **any District place/places** as may be decided by the High Court, depending upon the number of Candidates applying.
- (c) Candidates belonging to the **Reserved Categories, i.e. SC, ST, SEBC & for Candidates belonging to Physically Disabled Persons (Differently Abled Persons)**, shall have to secure **minimum 45 Marks** and all the **other Candidates** shall have to secure **minimum 50 Marks** in the Main Examination (Objective Type – MCQs) and only those qualifying, shall be called for the Practical/Skill Test.
- (d) It would be open to the High Court (on the Administrative side), to either conduct 'Separate' Main Examination (Objective type – MCQs) by OMR-Mode OR by conducting 'Separate' Main Examination (Objective Type – MCQs) 'On-line', i.e. through a Computer Based Examination System, the due notification whereof, shall be made through the High Court Website, in good time, for facilitating the candidates to be take such Main Examination, accordingly.
- (e) **Evaluation of the OMR Sheets at the Main Examination shall be evaluated on Computer, as per entries made on OMR Sheets. As the evaluation is done on the Computer by 'Scanning', thereby eliminating manual evaluation, 'Rechecking' or 'Inspection' of OMR sheets, subsequent to Main Examination, will not be entertained by the High Court.**

(B) Practical / Skill Tests (Typing Test) :

- (a) The Candidates who qualify in the Main Examination (Objective type - MCQs) will have to appear in the **Speed Test of 50 marks** in Stenography and Transcription thereof on Computer (English or Gujarati as the case may be), at Ahmedabad.

The particulars thereof, are as follows :-

TABLE :

Sr. No.	Post	Duration of Dictation	Speed of Dictation	Total Words	Transcription Time
1	English Steno. Grade-I (Class-II)	6 minutes	120 w.p.m.	720	45 minutes
2	English Steno. Grade-II (Class-III)	6 minutes	100 w.p.m.	600	40 minutes
3	Gujarati Steno. Grade-I (Class-II)	8 minutes	90 w.p.m.	720	75 minutes
4	Gujarati Steno. Grade-II (Class-III)	8 Minutes	75 w.p.m.	600	60 minutes

- (b) A Candidate shall have to **secure minimum 40%** marks in the Practical/Skill Test, in order to **qualify for Viva-Voce Test (Oral Interview)**.
- (c) After the Practical/Skill Tests, is/are conducted, **marks scored in the Main Examination (Objective type - MCQs) and Practical/Skill Tests on Computer**, would be combined together to call successful candidates, for the Viva-voce Test (Oral Interview).
- (d) The relevant Certificate of the '**Gujarat Commercial Certificate (G.C.C.) Examination**, with the respective speed in Stenography, would be compulsory, for taking the **2nd Stage** of the Recruitment Process i.e. the **Stenography Skill Test**. Those not possessing such Certificate, shall not be permitted to take the Stenography Skill Test(s).

(C) Viva-Voce Test (Interview) :

- (a) Viva-voce Test (Interview) shall be **conducted at Ahmedabad, at Venue(s), as may be decided by the High Court**.
- (b) The **object** of the Viva-voce Test (Interview) is to assess the candidate's mental alertness, General knowledge, current affairs, clear and logical exposition, skills, ethics, power of assimilation, power of communication, character and analytical ability.
- (c) A candidate must secure **40% Marks** in the Viva-voce Test (Interview), for being eligible for inclusion in the Select-List.

8. Preparation of Select-List :

- (a) The **final Merit List** shall be prepared on the basis of marks obtained in **Main Examination (Objective Type-MCQs), Practical/ Skill Tests and Viva-voce Test (Interview)**.

- (b) The High Court shall prepare the Select List for the respective cadres, in the order of merits. The number of candidates to be included in the Select List shall be equal to the number of vacancies notified, for a particular year, provided eligible and suitable candidates scoring minimum marks are available. The High Court shall also prepare a separate list of not more than **20% of the size of the 'Select List'**, for wait listed candidates or for making appointment on occurrence of unforeseen vacancies during the period of validity of the 'Select List'.
- (c) The 'Select List' shall be published on the **High Court website** or as also by any other mode, as may be decided by the High Court.
- (d) The 'Select List' so prepared by the High Court, shall remain in force for a period of **Two years**, from the date of its publication or until the publication of a **fresh Select List**, whichever is earlier.

Provided, however that in a particular year if the projected vacancies are not substantially higher than the number of candidates remaining in the existing Select List, life of such Select List may be extended for a period not exceeding **one year**, so as to make appointment to such vacancies from such Select List.

- (e) The candidates whose names are included in the Select List so prepared shall be recommended for appointment in order of merit having due regard to the **preference for the Districts** given by the candidates.
- (f) The District wise list of candidates recommended for appointment shall be forwarded to the Principal Judicial Officer of the concerned District / Court, as per available vacancies. Such list shall be prepared **as far as possible on the basis of merits** of the candidates and preferences for Districts indicated by them. If on the basis of merit position of a candidate or for any other reasons, **it is not possible** to recommend him in any of the Districts of his choice, he may be recommended for appointment in **any other District**.
 - If a Candidate's position is down below in the Merit-List, and places of other districts of his/her choice have been filled up from amongst the candidates, who are higher, in the Merit List, in that case his/her name may be recommended for **any other district**, which may be district nearer to districts of his/her choice.
 - Nonetheless, **irrespective of the option(s)** for Posting given, the Wait Listed / Selected Candidate, shall have **no indefeasible right of Posting qua the District of his/her choice and the High Court of Gujarat reserves the right for Posting** any Candidate in any District / establishment as also that of transfer of Posting.
- (g) On the basis of recommendations made by the Committee, the Principal Judicial Officer of the District shall issue **Appointment Letter** to the concerned candidate.

- (h) Any candidate **who does not accept such appointment** shall lose his right to appointment and shall not be considered for appointment in future on the basis of the Select List in question.

9. General Instructions :

- (a) A Candidate will have to **apply separately** for each post **with the requisite amount of fees in the prescribed proforma of Cash-Voucher**, in support of his / her candidature.
- (b) A Candidate will have to **opt for three Districts, of his/her choice, indicating the precedence of their preferences, for being appointed to the post in question** and the **fourth District** will be determined by the High Court, depending upon the availability of vacancies against the relevant category of that particular post, in accordance with the merit.
- (c) The candidates shall have to appear **at their own cost** (to- and-fro) for Main Examination, Practical Test / Skill Tests and Viva-Voce, at the place and time, to be decided by the High Court.
- (d) Relaxation in Upper Age Limit shall be granted to **Ex- Servicemen**, provided relevant Certificate & Identity Card, etc., in that respect, is produced by the candidate as & when called for.
- (e) Candidate shall be **required to download** his/her **Call-letter** from the **Gujarat High Court Website** www.gujarathighcourt.nic.in OR <http://hc-ojas.guj.nic.in>, by using his/her **Advertisement No., Confirmation No. and Date of Birth**, for appearing at the respective Main Examination / Practical / Skill Tests / Viva-voce Test and the same will be intimated at the relevant time, through **Press-Notes and / or 'SMS'** on the Mobile Number registered in the 'On line' Application, by the Candidate.
- (f) **Candidates must not send** copies of any Testimonials/Documents, to the High Court, unless called for.
- (g) The Candidates who **remit their Examination Fees as required in the Bank and successfully submit & Confirm Online Applications**, as the case may be, shall only be eligible for appearing at the Main Examination.
- (h) The decision of the High Court as to the **eligibility** or otherwise of a candidate for Admission to the Main Examination, Practical/Skill Tests and/or Viva-voce Test, shall be final. No candidate, to whom such **Call Letter** is not issued by the Recruiting Authority, shall be allowed to appear for the Examination and/or Viva-voce Test.
- (i) In case of **large number of candidates** applying / qualifying for the successive Stages, vis-a-vis the number of vacancies, it will be the discretion of the High Court (Administrative Side), **to limit the number of Candidates**, on the basis of **permissible legal parameters**.

- (j) At the time of appearing for the Main Examination / Practical / Skill Tests and/or Viva-voce Test, the Candidate shall have to produce an **Identity proof** i.e. Identity Card issued by the Election Commission of India / PAN Card / valid Driving License / Passport / 'Adhaar' Card / Identity Card issued by a recognized Institution, **in Original & one photocopy, alongwith the 'Call Letter-cum-Admission Slip'**.
- (k) **Result** of Test / Examination shall be uploaded on the High Court website and/or by any other mode, as may be decided by the High Court.
- (l) ***Candidates should not contact the High Court Registry by Phone calls/ Personal Visits***, for making general queries. They should keep checking up for updates, on the High Court-OJAS Websites, and/or 'Brief Advertisement'/SMS Alerts on their registered Mobile/Cell Number. **No Phone Calls/Personal Visits, shall be entertained.**

For general assistance, during the '**Online-Application-Window period**', the Candidates may contact the **Registry of the concerned District Court/Establishment.**

- (m) **Mobile/Cell Phones, Tablets, Laptops, Calculators, Blue Tooth Devices, other Electronic Gadgets or any other material**, are strictly prohibited not only in the 'Examination Hall', **but please note that entry in the 'Examination Centre'** itself, shall not be permitted to those Candidates, found in possession of such 'electronic gadgets'/material. **No arrangement for safe keeping, will be arranged, which may kindly be noted.**

A candidate who is found indulging in **unfair practices, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with Question Paper / Examination Material, influencing any Official concerned** with the Examination Process will be debarred from appearing in the said Examination or for any number of years or permanently, as may be decided by the High Court.

- (n) **Mere success** in the Examination, shall not confer any **right to Appointment** and no candidate shall be appointed to the post unless the High Court / Principal Judicial Officer concerned is satisfied, after such **inquiries** as may be considered necessary that the candidate is **suited** in all respects, for appointment to the post in question.
- (o) The High Court reserves the right to adopt appropriate **method for shortlisting** the candidates, at any stage.
- (p) Benefit of Relaxation in Upper Age Limit & Examination Fees as well as reservation of post shall be granted to the **Disabled Persons**, provided that requisite Certificate in respect thereof, issued by the Competent Authority of the State, is produced by the Candidate as and when called for. **The final decision, as to the suitability of a Candidate, for the Post / Cadre will be taken, by the Principal Judicial Officer/High Court**, on the basis of the material available.

- (q) The selected candidates shall not be appointed / continued on long term, unless the **Medical Authority** specified by the High Court, certifies them to be fit to discharge the duties ascribed to the post in question.
- (r) Candidates making payment of Fees shall remit the amount in the Bank, as stated hereinabove at **Para 5**, using the Cash Voucher in the '**Special Format**' appended herewith to the instant Advertisement, before submitting 'Online Application' in the website www.gujarathighcourt.nic.in OR <http://hc-ojas.guj.nic.in> and **collect from the respective Bank, two copies of the Cash Voucher, marked as 'Office Copy' and 'Candidate's Copy'** and preserve the same. Candidates must ensure that on deposit of Fees, the Bank / Branch concerned issues them the due Receipt(s).

Note :- Candidates will have to produce the Original Candidate's copy of Cash Voucher at every stage of the Recruitment Process i.e. Main Examination, Practical/Skill Test & Viva-voce Test (Oral Interview). Hence, the Cash Voucher must be preserved, till the completion of the entire Recruitment Process.

- (s) While applying 'Online' for the post, the applicant should ensure that he/she fulfills all the **eligibility criteria and other norms**, applicable and that the particulars furnished by him/her, are **true and correct** in all respects.
- In case it is detected at any stage of the Recruitment Process/ or after Appointment that a candidate does/did not fulfill the eligibility norms and/or that he/she has/had **suppressed / twisted or truncated** any material facts, his/her **candidature** shall be **cancelled**. If any of these shortcomings is/are detected even after **Appointment**, his/her Services are liable to be **terminated**.
- (t) Candidate should preserve his / her **Application Number** and **Confirmation Number** after submitting the 'On-line Application', for future reference as well as for downloading the Call-Letters for appearing at Examinations and/ or Viva-voce Test.
- (u) Candidate should scan his/her **photograph** having **5 c.m. of length and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of length and 7.5 c.m. of width (10kb)** in '**jpg**' format for uploading the same at relevant space on the 'Online application'.
- (v) The Candidate should fill up the required **data** in the 'On-line Application' in accordance with the '**Instructions**'.
- (w) Candidates are required to fill up the '**Online**' **Application Form within 20 minutes** (Count-down shall begin after having filled-up the information in the first box).
- (x) A Candidate shall not apply **more than once**, for the same post.

- (y) Candidates are advised to preserve at least **Two** 'Print-outs' of the 'On-line' Application, for his / her record and future requirement. Print-outs of 'On-line' Application, 'Cash Voucher' or any other documents shall not to be forwarded to the High Court, at the initial stage. The same are only required to be produced/submitted as and when called for / at the time of Viva-voce Test (Oral Interview).
- (z) Applications, which are duly submitted & confirmed through the '**Online**' mode **only**, and in which Examination Fees is remitted in Bank, shall be considered as '**Valid**' Application. Applications made through any other mode shall be summarily rejected.
- (aa) At the time of Viva-voce Test (Oral Interview), Candidates shall submit Print-out of the On-line Application **duly signed** by the Candidate, at the place provided, alongwith following **Original Documents / Testimonials AND 'One Set' of Attested / Self-attested photocopies thereof, with a recently taken colour Passport Size photograph :**
- (i) **Printout of 'the duly filled-in & duly signed, 'On-line' Application** alongwith Original '**Cash Voucher**' marked as '**Office Copy**'.
 - (ii) Recent Passport size **photographs**. (taken not before 6 months)
 - (iii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iv) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSCE, HSCE, Final Year of Graduation, Post Graduation, Certificate of Work Experience/ Training obtained etc. as per requirement/ applicable.
 - (v) Relavant Certificate of 'Gujarat Commercial Certificate (G.C.C.) Examination', showing the requisite Speed in **Shorthand/Typing** as may be applicable.
 - (vi) Certificate indicating to be possessing '**Basic Knowledge of Computer Application/Operation**' issued by Government or Private Institute, as set out by Government of Gujarat, in General Administrative Department Resolution No.CRR-10-2007-120320-G.5 **dtd.13/08/2008**.
 - (vii) Certificate showing the '**Caste/Category**' in respect of Candidates belonging to Reserved Category and in case of those belonging to Socially & Educationally Backward Class, '**Non-Creamy Layer' Certificate**, issued by the Competent Authority of the State of Gujarat, during the respective **Financial Year**.
 - (viii) In case of **Physically Disabled** Candidates **(a)** a certificate from a Competent Authority to the effect that he has a **locomotor disability of not less than 40%** and **(b)** a certificate from the Standing Medical Board at Ahmedabad to effect that he/she would be **able to perform the duties** of the post in question.

- (ix) **No Objection Certificate** in case of Candidate working in any department of the Government of State of Gujarat and / or other Governments.
- (x) In case any **Criminal Case(s)/Complaint(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Chargesheets, Judgment, etc.
- (xi) **Government Gazette**, showing change in name/surname etc, if any.
- (xii) Original **Identity proof** as prescribed.

10. How to apply :

- (a) All eligible Candidates after payment of their respective Examination Fees in the Bank Account as mentioned in **Para No. 5** above, should apply '**On-line**', through the link provided in High Court Website www.gujarathighcourt.nic.in OR <http://hc-ojas.guj.nic.in>, in the prescribed format from **14/02/2014 to 28/02/2014**.
- (b) Candidates should have his/her own 'registered' **Mobile Number** and the same should be kept active during the entire recruitment process, as '**SMS**' alerts for the Tests, are also likely to be notified on the Mobile Number, registered in the 'On line' Application.
- (c) **Steps** for submitting 'Online Application' through the '**OJAS**' Module :-
 - Fill up all the Fields given in **On-line Application Format**, carefully, as per the **Instructions**, after thoroughly reading & understanding the entire **Detailed Advertisement** & all the Instructions.
 - '**Save**' your 'On-line Application', by clicking on '**Save**' button.
 - Thereafter, a **new window** will be opened which displays the Candidate's Application Number. This means, the Application is saved. Candidates shall, note down the entire string of the Application Number (e.g. HCG/201314/1/11111). In this window, by clicking "**Show Application Preview**" Button, preview of the Application will be displayed on the screen of the Computer.
 - Thereafter, by entering his/her **Application Number and Date of Birth**, the candidate is required to Upload his/her '**Scanned passport size Photograph**' (latest) and '**Scanned Signature**', in the stipulated size & format [refer para 9 (u)]. The Candidate shall ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.

Note : Please note that the '**scanned signature**' of the Candidate **concerned**, shall ONLY be uploaded, which shall be verified at each stage, and if the 'scanned signature', does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature shall be liable to be rejected.

- If necessary, by using the said Application Number & Date of Birth, a candidate can edit his/her 'On-line Application' through '**Edit Application Button**' until he/she '**Confirms**' the 'Online Application', by clicking at the '**Confirm Application**' icon. Please note that, after such '**Confirmation**', further editing of one's 'Online Application', **will not be permitted by the System**.
 - Please note that only after such '**Confirmation**', the 'System' will register your 'Online Application'.
 - Thereafter, Candidate should ensure that he/she receives a System generated '**SMS - communication**' conveying his/her Confirmation Number, on the 'registered' **Mobile Number**, which should be preserved by the Candidate till the end of the Recruitment Process.
 - At the end of the process, the Candidate shall take '**Print- outs**' of his/her '**Confirmed Application**' by clicking "Print Application" Tab of the Main Menu.
- (d) The Candidates shall fill up the required data in the '**On line**' Application in accordance with the '**Instructions**'. Applications which are not in accordance with the '**Instructions**', shall be summarily rejected.
- (e) Take a note that the above is the **general procedure** for applying '**On line**'.

No other mode of Application or incomplete Application(s), shall be accepted and in such cases, the Application(s) are liable to be rejected.

Any Application, even under the **R.T.I. Act**, seeking any information, will not be entertained **till the completion** of the entire Recruitment Process.

Decision of the High Court of Gujarat in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**High Court of Gujarat,
Sola, Ahmedabad
Date :07/02/2014.**

**Sd/-
(P.R.Patel)
Registrar (Recruitment & Finance)**

Annexure : - "A"

Statement showing total numbers of vacancies vis-a-vis the various reserved classes/categories, for the different posts/cadres in the various Districts in the State of Gujarat

Sr. No.	Name of Districts	English Steno. Grade-I						English Steno. Grade-II						Gujarati Steno. Grade-I						Gujarati Steno. Grade-II					
		Gen	SC	ST	SEBC	PH	Total	Gen	SC	ST	SEBC	PH	Total	Gen	SC	ST	SEBC	PH	Total	Gen	SC	ST	SEBC	PH	Total
1	Ahmedabad District																								
	City Civil Court, Ahmedabad	0	1	2	0	0	3	0	0	0	0	0	0	0	0	2	2	0	4	0	0	0	0	0	0
	Family Court, Ahmedabad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Metropolitan Court, Ahmedabad	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
	Small Causes Court, Ahmedabad	0	0	0	0	0	0	1	0	2	3	0	6	0	0	0	0	0	0	0	0	0	0	0	0
	Ahmedabad (Rural) at Mirzapur	2	0	0	0	0	2	3	0	2	3	0	8	4	0	0	0	0	4	7	0	6	1	1	15
2	Amreli	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0
3	Anand	1	0	0	0	0	1	4	0	1	2	0	7	0	0	0	0	0	0	9	1	2	4	0	16
4	Banaskantha	1	0	0	0	0	1	6	1	2	3	0	12	0	0	0	0	0	0	0	0	0	0	0	0
5	Bharuch	2	0	0	1	0	3	6	0	2	4	0	12	2	1	0	1	0	4	3	0	3	4	0	10
6	Bhavnagar	1	0	0	0	0	1	3	1	0	0	0	4	1	0	0	0	0	1	3	0	0	0	0	3
7	Dahod	2	0	0	0	0	2	1	0	0	0	0	1	0	0	0	0	0	0	4	1	1	2	0	8
8	Gandhinagar	2	0	0	0	0	2	0	0	0	1	0	1	2	0	0	0	0	2	4	0	0	0	0	4
9	Jamnagar	5	0	0	0	0	5	7	0	1	2	0	10	1	0	0	0	0	1	2	0	0	0	0	2
10	Junagadh District	2	0	0	0	0	2	3	0	0	0	0	3	2	0	0	0	0	2	2	0	0	0	0	2
	Family Court, Junagadh	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0
11	Kachchh at Bhuj	1	0	0	0	0	1	2	0	0	1	0	3	4	0	0	1	0	5	0	0	0	0	0	0
12	Kheda at Nadiad	2	0	0	1	0	3	5	1	1	2	0	9	2	0	0	1	0	3	3	0	1	1	0	5
13	Mahesana	1	0	0	0	0	1	4	1	0	2	0	7	1	0	0	0	0	1	6	1	0	3	0	10
14	Narmada at Rajpipla	1	0	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	3	0	0	0	0	3
15	Navsari	2	0	0	0	0	2	4	0	0	0	0	4	1	0	0	0	0	1	6	1	3	3	0	13
16	Panchmahals District	3	0	1	2	0	6	4	1	1	2	0	8	0	0	0	0	0	0	0	0	0	0	0	0
	Family Court, PM at Godhra	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Patan	4	0	0	1	0	5	3	0	0	1	0	4	1	0	0	0	0	1	1	0	0	0	0	1
18	Porbandar	1	0	0	0	0	1	1	0	0	0	0	1	2	0	0	0	0	2	0	0	0	0	0	0
19	Rajkot District	1	0	0	0	0	1	0	1	0	0	0	1	1	0	0	1	0	2	0	0	0	0	0	0
	Family Court, Rajkot	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Sabarkantha at Himatnagar	1	0	0	0	0	1	1	0	1	0	0	2	3	0	0	1	0	4	0	0	0	0	0	0
21	Surat District	6	0	0	0	0	6	6	0	3	3	1	13	2	0	0	0	0	2	1	0	0	0	0	1
	Family Court, Surat	2	0	0	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2
22	Surendranagar	3	0	0	1	0	4	2	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	1
23	Tapi	1	0	0	0	0	1	2	0	0	0	0	2	1	0	0	0	0	1	5	0	0	1	0	6
23	Vadodara District	6	0	0	1	0	7	0	0	0	0	0	0	1	0	0	0	0	1	5	1	2	3	1	12
	Family Court, Vadodara	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	Valsad	1	0	0	0	0	1	2	1	1	1	0	5	0	0	0	0	0	0	7	1	2	3	0	13
	TOTAL	58	1	3	8	0	70	72	7	17	30	1	127	33	1	2	7	0	43	73	6	21	26	2	128

No.RC/1434/2013(I)	CASH VOUCHER	BANK COPY
STATE BANK OF INDIA		
Recruitment to the post of English Stenographer (Gr.____)/ Gujarati Stenographer (Gr.____), in Subordinate Courts in the State of Gujarat.		
Applicant's Name : _____		
Account No.: 30725811785 Registrar General High Court of Gujarat, Ahmedabad.		
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____		
Deposit Journal No.: _____ Confirm Journal No.: _____		
Deposit Date : _____		
Application Fee : Rs.250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category		
Bank Charges : Rs._____ (To be paid by the Candidate)		
# Fee receiving branch is advised to write the Deposit Journal No. invariably.		Authorized Signatory Stamp

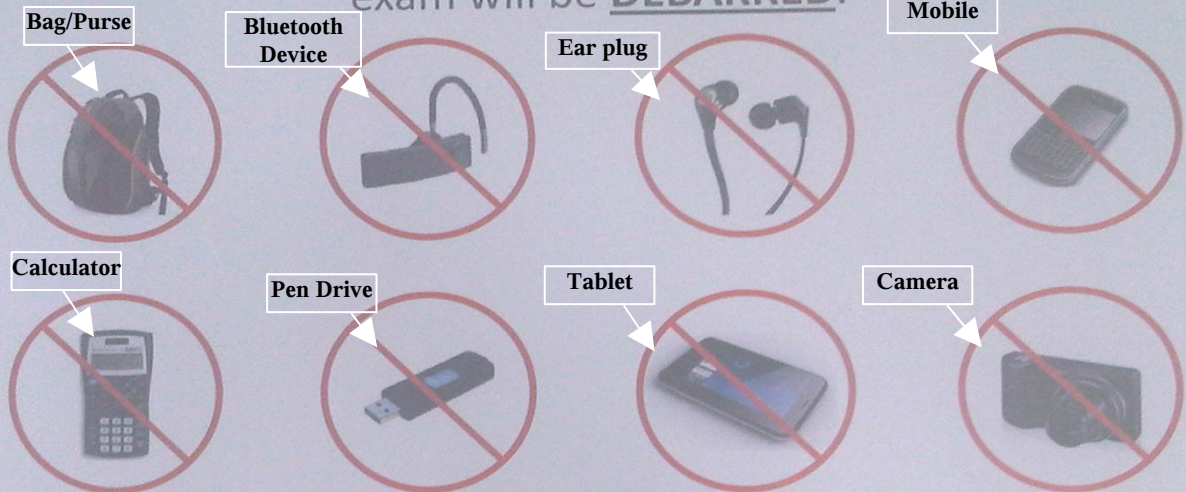
----- cut here ----- cut here ----- cut here -----

No.RC/1434/2013(I)	CASH VOUCHER	OFFICE COPY
(To be submitted to the High Court at the time of Oral Interview)		
STATE BANK OF INDIA		
Recruitment to the post of English Stenographer (Gr.____)/ Gujarati Stenographer (Gr.____), in Subordinate Courts in the State of Gujarat.		
Applicant's Name : _____		
Account No.: 30725811785 Registrar General High Court of Gujarat, Ahmedabad.		
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____		
Deposit Journal No.: _____ Confirm Journal No.: _____		
Deposit Date : _____		
Application Fee : Rs.250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category		
Bank Charges : Rs._____ (To be paid by the Candidate)		
# Fee receiving branch is advised to write the Deposit Journal No. invariably.		Authorized Signatory Stamp
(Signature of Supervisor at Main Examination)	(Signature of Supervisor at Practical / Skill Test)	(Signature of Supervisor at Viva-voce Test)

----- cut here ----- cut here ----- cut here -----

No.RC/1434/2013(I)	CASH VOUCHER	CANDIDATE'S COPY
(To be submitted to the High Court at the time of Oral Interview)		
STATE BANK OF INDIA		
Recruitment to the post of English Stenographer (Gr.____)/ Gujarati Stenographer (Gr.____), in Subordinate Courts in the State of Gujarat.		
Applicant's Name : _____		
Account No.: 30725811785 Registrar General High Court of Gujarat, Ahmedabad.		
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____		
Deposit Journal No.: _____ Confirm Journal No.: _____		
Deposit Date : _____		
Application Fee : Rs.250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category		
Bank Charges : Rs._____ (To be paid by the Candidate)		
# Fee receiving branch is advised to write the Deposit Journal No. invariably.		Authorized Signatory Stamp
(Signature of Supervisor at Main Examination)	(Signature of Supervisor at Practical / Skill Test)	(Signature of Supervisor at Viva-voce Test)

Any candidate caught with any prohibited items during the exam will be **DEBARRED**.



- You are **NOT** allowed to carry **ANYTHING** inside the center except the Hall Ticket
- We are not liable for any loss of articles belonging to candidates.
- For security reasons if required you may undergo frisking by Examination Officials.

Please Cooperate.